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ABSTRACT

An outline for an intermediate typing course with an emphasis on developing proficiency in typing letters, reports, and manuscripts is presented. Fifty lessons are organized into levels three and four. (Levels one and two comprise the Typing I course.) General course objectives and student performance objectives are given. Level three (lessons 51-74) emphasizes production skills in basic letter styles, letters with special features, simple forms of business correspondence, and administrative communications. Level four (lessons 75-100) emphasizes statistical communications including tables with special features, business forms, technical and statistical reports, and employment communications. Emphasis is placed on spelling, punctuation, capitalization, and number expression throughout the course. A list of instructor and student materials and a short bibliography are included. (EM)

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Stark

Technical College

TYPING II

JC830806

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TYPING II

A developed course encompassing the competencies identified in the administrative area of the Secretarial Science Technology task analysis.

Submitted
to
Stark Technical College
Staff and Development Office

Janice Pattison

1981/82

TYPING II 5005-1-223

3 Credits (quarter) 3 class hours 2 lab hours

Emphasis on development of proficiency in letter, report, and manuscript typing.

Prerequisite: TYPING I (5005-1-213) or Proficiency

COURSE RATIONALE

TYPING II continues the development of typing techniques with emphasis on the improvement of speed and accuracy.

COURSE DESCRIPTION

In TYPING II there is concentrated application of typing skills in the production of business correspondence, forms, reports, and tabulations.

COURSE ORGANIZATION

TYPING II - COLLEGE TYPEWRITING, Intermediate Course, Tenth Edition, is referred to as Division 2 - Levels 3 and 4, Lessons 51 - 100.

Level 3 (Lessons 51 - 74) emphasizes production skills in basic letter styles, letters with special features, simple forms of business correspondence, and administrative communications. Level 4 (Lessons 75 - 100) emphasizes statistical communications including tables with special features, business forms, technical and statistical reports, and employment communications.

Throughout the course, emphasis is placed on spelling, punctuation, capitalization, and number expression. Supplemental skill-building practices are interspersed throughout the textbook for improving basic skills.

Lessons 72 - 74 and 97 - 100 are skill measurement lessons.

* See the Preface of the textbook or refer to pages 27 - 32 of the Manual for additional information.

RESOURCES

Each quarter an instructor is designated to coordinate all TYPING II classes to insure continuity of content and evaluation between daytime and evening classes.

For additional resources, see the INSTRUCTOR MATERIALS section of this TYPING II course package or page v and vi of College Typewriting, Manual T20M.

GENERAL LEVEL COURSE OBJECTIVES

Upon completion of TYPING II, the student will be able to:

1. Type for sustained periods of time.
2. Exhibit competence in the use of various letter styles.
3. Address envelopes, fold letters, prepare carbon copies, and handle enclosures.
4. Analyze and carry through to completion all instructions for solving typing problems.
5. Exhibit competency on projects involving office work.

*The objectives for the various units of this course were adopted from the corresponding units of College Typewriting - Intermediate Course.

INSTRUCTOR MATERIALS

Textbook - College Typewriting Intermediate Course by Wanous, Duncan, Warner, and Langford South-Western, T22

College Typewriting, Manual, T20M

MLS Student Activity Guide, Z225

MLS Procedures Manual, Z22P

Performance Tests T20A (available from department library)

Student Self-Check Solutions, T22K

Transparency Masters (available from department library)

Supplemental Typing Drill Books (available in file cabinets of typing rooms)

Timer or stopwatch

STUDENT MATERIALS

Text/Workbook - College Typewriting, South-Western T22

Supply of 8½ X 11 typing paper

Carbon paper

Onionskin copy paper

Correction materials (correction film)

Dictionary

Secretarial reference manual (required)

LEARNING ACTIVITIES

Suggestions for daily lesson planning may be found in:

College Typewriting, Manual T20M

MLS Student Activity Guide, Z225

MLS Procedures Manual, Z22P

OVERALL COURSE OUTLINE

I. Skill Inventory Lessons (Review)

II. Lessons 51 - 55
- A. Basic Letter Styles
- B. Technique - Skill - Special Applications
- C. Related Learning Activities

III. Lessons 56 - 59
- A. Business Correspondence
- B. Technique - Skill - Special Applications
- C. Related Learning Activities

IV. Lessons 60 - 65
- A. Letters With Special Features
- B. Technique - Skill - Special Applications
- C. Related Learning Activities

V. Lessons 66 - 71
- A. Administrative Communications
- B. Technique - Skill - Special Applications
- C. Related Learning Activities

VI. Lessons 72 - 74 (Measurement)

VII. Lessons 75 - 81
- A. Tables with Special Features
- B. Technique - Skill - Special Applications
- C. Related Learning Activities

VIII. Lessons 82 - 87
- A. Business Forms
- B. Technique - Skill - Special Applications
- C. Related Learning Activities

IX. Lessons 88 - 93
- A. Technical and Statistical Reports
- B. Technique - Skill - Special Applications
- C. Related Learning Activities

X. Lessons 94 - 96
- A. Employment Communications
- B. Technique - Skill - Special Applications
- C. Related Learning Activities

XI. Lessons 97 - 100 (Measurement)

UNIT I THREE INVENTORY LESSONS

OBJECTIVES

The purpose of the following inventory lessons is to check the student's ability to:

1. Type from straight-copy, rough-draft copy and statistical copy.
2. Apply word-division rules.
3. Type unbound and leftbound reports.
4. Type block and modified block letters.
5. Express numbers correctly.
6. Apply related communication skills.

UNIT I INVENTORY LESSONS (Review)

A. Timed Writings - Straight-copy, rough-draft, statistical
B. Word-division
C. Letter Styles
D. Communication Aids

UNIT II LESSONS 51 - 55

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Type business letters in two acceptable styles, centered attractively on letterhead or plain paper, and under pressure of time for an extended period.
2. Efficiently manage the forms and supplies needed in letter production.
3. Demonstrate basic typing and proofreading skills.

UNIT II LESSONS 51 - 55

A. Basic Letter Styles
   1. Block
   2. Modified Block
   3. Open and mixed punctuation
   4. Envelopes
      a. Large and small

B. Technique - Skill - Special Applications
   1. Improvement of speed, accuracy and fluency
   2. Timed Writings - 5'
   3. Production Measurement: Business Letters

C. Related Learning Activities
   1. Use of letter placement table
   2. U. S. Postal Service regulations
   3. Zip Codes
   4. Corrections - squeezing and spreading letters

UNIT III LESSONS 56 - 29

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Type interoffice memos, two-way messages and AMS letters.
2. Demonstrate proofreading skills.
3. Demonstrate efficiency in handling materials.

UNIT III LESSONS 56 - 59

A. Business Correspondence
   1. Interoffice memos
   2. Two-way messages
   3. AMS letters

B. Technique - Skill - Special Applications
   1. Improvement of speed, accuracy and fluency
   2. Timed Writings - 5' (straight-copy, rough-draft, statistical)
   3. Production Measurement: Business Communications

C. Related Learning Activities
   1. Terminal punctuation rules
   2. Composition at the typewriter
   3. Use of semicolon and colon

UNIT IV LESSONS 60 - 65

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Type business letters containing special features.
2. Demonstrate judgment skills in handling unusual problems in typing business letters.
3. Demonstrate proofreading and punctuation skills.

UNIT IV LESSONS 60 - 65

A. Letters With Special Features
   1. Mailing notations
   2. Attention line
   3. Subject line
   4. Reference initials
   5. Enclosure notation
   6. Postscript
   7. Company name in closing lines
   8. Carbon copy notation
   9. Second page heading

B. Technique - Skill - Special Applications
   1. Improvement of speed, accuracy and fluency
   2. Timed Writings - 5'
   3. Production Measurement: Business Letters

C. Related Learning Activities
   1. Composition at the typewriter
   2. Comma usage

UNIT V LESSONS 66 - 71

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Type administrative communications.
2. Produce mailable copy under the pressure of time for an extended period.
3. Demonstrate proofreading, punctuation, and composing skills.

UNIT V LESSONS 66 - 71

A. Administrative Communications
   1. Two-page memos
   2. Minutes of meetings
   3. Post cards
   4. Agenda
   5. Telegram
   6. Itinerary
   7. Letter on executive-size stationery
   8. Letter on half-size paper

B. Technique - Skill - Special Applications
   1. Improvement of speed, accuracy and fluency
   2. Timed Writings - 5'
   3. Production Measurement: Administrative Communications
   4. Typing from edited copy

C. Related Learning Activities
   1. Use of hyphen and dash
   2. Composing letters
   3. Proofreading
   4. Use of apostrophe
   5. Typing leaders

UNIT VI LESSONS 72 -74 (Measurement)

OBJECTIVES

The purpose of this unit is to measure basic typing rate on straight, rough-draft, and statistical copy. The student will demonstrate skill and understanding in producing business letters, simplified communication forms, and administrative communications.

Performance Test 3 may be given after completion of Lesson 74.

UNIT VII LESSONS 75 - 81

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Arrange and type tables with special features.
2. Demonstrate the processes required for typing tables.
3. Type tables from script and rough draft copy.

UNIT VII LESSONS 75 - 81

A. Tables With Special Features
   1. Heading and subheadings
   2. Headings wider than the column
   3. Ruled problems
   4. Boxed tables

B. Technique - Skill - Special Applications
   1. Improvement of speed, accuracy and fluency
   2. Timed Writings - straight-copy, rough-draft copy, statistical copy, and script
   3. Production Measurement: Tables

C. Related Learning Activities
   1. Use of parentheses
   2. Use of hyphen and dash

UNIT VIII LESSONS 82 - 87

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Type common business forms.
2. Demonstrate skill in typing numbers and symbols.

UNIT VIII LESSONS 82 - 87

A. Business Forms
   1. Purchase Requisitions
   2. Purchase Order
   3. Bill of Lading
   4. Invoice
   5. Statement of Account
   6. Credit Memo

B. Technique - Skill - Special Applications
   1. Improvement of speed, accuracy and fluency
   2. Timed Writings - 5'
   3. Production Measurement: Business Forms

C. Related Learning Activities
   1. Typing on printed lines
   2. Constructing forms
   3. Capitalization rules

UNIT IX LESSONS 88 - 93

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Type manuscripts and reports.
2. Demonstrate good typing technique and skill.

UNIT IX LESSONS 88 - 93

A. Technical and Statistical Reports
   1. Outline form
   2. Footnotes
   3. Headings
   4. Title pages
   5. Bibliography
   6. Reference citations

B. Technique - Skill - Special Applications
   1. Improvement of speed, accuracy and fluency
   2. Timed Writings - 5'
   3. Production Measurement: Reports

C. Related Learning Activities
   1. Use of quotation marks

UNIT X LESSONS 94 - 96

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Type a personal data sheet, application letter, and a follow-up letter.
2. Type a job application form.
3. Compose a follow-up letter.

UNIT X LESSONS 94 - 96

A. Employment Communications
   1. Personal Data Sheet
   2. Application letter
   3. Job application form
   4. Follow-up letter

B. Technique - Skill - Special Applications
   1. Improvement of speed, accuracy and fluency

C. Related Learning Activities
   1. Composing letters
   2. Capitalization rules

UNIT XI LESSONS 97 - 100 (Measurement)

OBJECTIVES

The purpose of this unit is to measure a student's ability to type straight-copy material. The student will demonstrate skill in typing letters, business forms, reports, and tables.

Performance Test 4 may be given after completion of Lesson 100.

EVALUATION

For evaluation suggestions, see the Manual, T20M, page 29-31.

Typing II

Sample Calendar
(10-Week)

Jan 3				51	52
7	53	54, 55	56	57	58
14	59	Martin Luth King Day	60	61	62
21	63	64	65	66	67, 68
28	69	70	71	72	73, 74
Feb 4	75	76	77	78	79
11	80	81	82	83	84
18	Pres Day	85	86	87	88
25	89	90	91	92	93
Mar 3	94, 95	96	97	98	99, 100

Mar. 10 - Exam Week

USEFUL REFERENCES

PHILOSOPHY AND PSYCHOLOGY OF TEACHING TYPEWRITING by Allien R. Russon and S. J. Wanous. (South-Western)

THE SUCCESSFUL SECRETARY by the Editorial Staff of the Parker Publishing Co.

REFERENCE MANUAL FOR OFFICE PERSONNEL 6th Edition by House and Sigler (South-Western)

THE SECRETARY'S TIME SAVING GUIDE TO TYPING by the Editorial Staff of the Parker Publishing Company.

101 MODEL LETTERS THE SECRETARY MUST WRITE by Prentice-Hall, Inc.

ELECTRIC TYPING METHODS FOR THE TEACHER by Royal McBee Corp.